View History Leave Balances

SCENARIO: View an employee's leave balance history.

STEP 1:	Select the menu items in the following order: **Time and Leave > Manage Leave Accruals > Review Accrual Histry Balances. (*Alternate Navigation: Benefits > Manage Leave Accruals > Review Accrual Histry Balances*).**
Expected Results:	A search page titled "Leave Accrual History" (Find an Existing Value) displays.

STEP 2:	**Type** in the EmplID (Employee ID) and Empl Rcd Nbr.
Expected Results:	The Leave Accrual History page displays. You may now view the employee's leave balance history. The first page of data will display the most recently archived leave accrual row (Accrual Date) of sick leave (Plan Type). To view additional rows of sick leave or other leave, **Click** one of the following: -View All (or View 100, if more than 100 rows are in the table) hyperlink. -Right arrow (Show next row). -Last hyperlink (will show the last row of accrual information)